

ADMINISTRATIVE INTERNAL USE ONLY

23 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : Thomas B. Yale
Director of Finance

SUBJECT : Office of Finance Report on Fighting Inflation
and Reducing Daily Operating Costs

REFERENCE : DD/A 76-2736 dated 3 June 1976

Attached is the Office of Finance report on fighting inflation and reducing daily operating costs for fiscal year 1976. We are continually searching for new areas in which cost savings may be achieved while, at the same time, maintaining our efforts to capitalize on cost savings actions adopted over the past years.



THOMAS B. YALE

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ATTACHMENT

Office of Finance Report on Fighting
Inflation and Reducing Daily Operating Costs

Group I. Savings to Date for the Current Fiscal Year

<u>Action Item</u>	<u>Cost Benefit</u>
1. A minimum annual reduction of seventy-eight round trips to the Treasury Department has been effected by coordinating other Treasury business with the deposit of funding checks and pickup of Treasury checks supplied to the Agency.	Estimated savings of over 600 miles of official vehicle usage plus a minimum of 10 workdays for FY 1976 and each year thereafter.
2. The introduction of a chrono file cross reference system, in conjunction with the accumulation of monetary statistical data, has eliminated the need for filing 300 to 400 copies of messages per month in Monetary communications traffic files formerly maintained for each installation.	This procedure, introduced in mid-FY 1975, has resulted in a one-time reduction of six cubic feet of on-hand storage space and an annual saving of approximately 10 workdays.
3. Office of Finance personnel developed and proposed to Office of Logistics a plan for converting the [redacted] from the manual type I property system to a computerized system wherein [redacted] inventory will be treated as a "storage location" and as part of headquarters inventory. The conversion was completed 30 September 1975.	It is anticipated that this action will save annually for OL one to two man years for application to other activities.
4. An Office of Finance employee converted a manual roll-to-roll microfilm reader-printer to a fiche reader-printer.	Savings of \$1,050 (cost of a new fiche reader-printer).
5. This Office is making an effort to acquire used or excess property in lieu of purchasing new equipment. For example, two used reader-printers were transferred from Micrographics Program Branch to the Office of Finance.	Cancellation of an order placed by the Office of Finance for two new reader-printers. Cost savings \$3,760.

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Group II. Savings We Expect to Make on an Annual Basis in Future Fiscal Years

<u>Action Item</u>	<u>Cost Benefit</u>
Simplified procedures for the processing of personal checks representing collections made by field installation on behalf of Organization-sponsored activities (Credit Union, Insurance, the Plan, etc.). Under the revised procedure such checks are transmitted from the field installation for the attention of the appropriate activity for processing, thus eliminating the requirement that the checks be recorded in installation finance records. Form 494 (Transfer of Account) is no longer prepared to report such check collections or to transmit the checks.	Savings of Time and effort at headquarters and in the field through elimination of the requirement for processing through Organization financial records; more timely and accurate credits to employee accounts through elimination of unnecessary procedural steps used previously.

Group III. One-Time Savings for the Current Fiscal Year

A requirement for a limited number of copies of the newly created GAS (General Accounting System) Coding Guide was met by reproducing the original (9 copies each of 500 pages) at headquarters on a high-speed Xerox.	Use of the headquarters high-speed Xerox, at \$.006/cy., saved a total of \$148.50 over the cost of reproducing the coding guide on the OF Registry Xerox at \$.039/cy.
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12 July 1976

MEMORANDUM FOR: Chief, Plans Staff, DDA

FROM :
Executive Officer, OMS

SUBJECT : Reduction of Daily Operating Costs FY 1976

REFERENCE : DD/A 76-2736, dtd 3 June 1976, subject:
Fighting Inflation and Reducing Daily
Operating Costs

Group I:

There have been no measurable reductions in daily operating costs during this reporting period.

Group II:

We foresee no measurable savings in future fiscal years; however, we will continue to review our daily activities in order to effect savings where possible.

Group III:

There have been no one-time savings for fiscal 1976, and at this time we do not foresee any for future fiscal years. STATINTL

